

TOWN OF SHIRLEY
BUILDING APPLICATION CHECKLIST

Property Address: _____

Building Application for: _____

Applicant Name: _____ Telephone: _____

Before submitting an application for a building permit for a new building unit or addition, the following departments must sign off:

CONSERVATION COMMISSION

Signature of Authorized Member or Designee: _____

Date: _____

Comments _____

- ☐ Not Applicable
- ☐ Compliant - OK to issue
- ☐ Non-Compliant - Do not issue
- ☐ Project within the flood plain
- ☐ Endangered Species habitat
- ☐ Project w/i 100 ft of wetland
- ☐ Project w/i 200 ft of stream
- ☐ Other

BOARD OF HEALTH

Signature of Authorized Member or Designee: _____

Date: _____

Comments _____

- ☐ Not Applicable
- ☐ Compliant - OK to issue
- ☐ Non-Compliant - Do not issue
- ☐ Septic
- ☐ Sewer
- ☐ Food Service Permit Required
- ☐ Room Count
- ☐ Other

DEPARTMENT OF PUBLIC WORKS

Signature of Authorized Member or Designee: _____

Date: _____

Comments _____

- ☐ Not Applicable
- ☐ Compliant - OK to issue
- ☐ Non-Compliant - Do not issue
- ☐ Road Opening Approved
- ☐ Driveway Design Approved
- ☐ Subsurface drainage onto public way acceptable
- ☐ Other

SELECTMEN'S OFFICE

Signature of Authorized Member or Designee: _____

Date: _____

Comments _____

- ☐ Not Applicable
- ☐ Compliant - OK to issue
- ☐ Non-Compliant - Do not issue
- ☐ Licenses _____ Approved
- ☐ Other

SEWER COMMISSIONERS

Signature of Authorized Member or Designee: _____

Date: _____

Comments _____

- ☐ Not Applicable
- ☐ Compliant - OK to issue
- ☐ Non-Compliant - Do not issue
- ☐ Sewer Connection Approved
- ☐ Betterment Fee Paid
- ☐ Other

ASSESSOR'S OFFICE

Signature of Authorized Member or Designee: _____

Date: _____

Comments: _____

- ☐ Not Applicable
- ☐ Compliant – OK to issue
- ☐ Non-Compliant – Do not issue
- ☐ Property in 61, 61A or 61B
- ☐ Parcel ID Verified
- ☐ Roll Back Taxes Paid
- ☐ Other

PLANNING AND DEVELOPMENT

Signature of Authorized Member or Designee: _____

Date: _____

Comments: _____

- ☐ Not Applicable
- ☐ Compliant – OK to issue
- ☐ Non-Compliant – Do not issue
- ☐ Special Permit Required
- ☐ Development Plan Review Required
- ☐ Scenic Road Review Required
- ☐ Other

TOWN CLERK

Signature of Authorized Member or Designee: _____

Date: _____

Comments: _____

- ☐ Not Applicable
- ☐ Compliant – OK to issue
- ☐ Non-Compliant – Do not issue
- ☐ Fines
- ☐ Other

FIRE DEPARTMENT

Signature of Authorized Member or Designee: _____

Date: _____

Comments: _____

- ☐ Not Applicable
- ☐ Compliant – OK to issue
- ☐ Non-Compliant – Do not issue
- ☐ Fuel Storage Permit Approved
- ☐ Commercial Hood Approved
- ☐ Smokes and CO Detectors Required
- ☐ Oil Burner Permit Required
- ☐ Other

TAX COLLECTOR/TREASURER

Signature of Authorized Member or Designee: _____

Date: _____

Comments: _____

- ☐ Not Applicable
- ☐ Compliant – OK to issue
- ☐ Non-Compliant – Do not issue
- ☐ Taxes Paid
- ☐ Outstanding Liens/Debts
- ☐ Other

ZONING ENFORCEMENT

A plot Plan indicating building or additional footprint, front/rear/side setbacks, and height MUST BE SUBMITTED

Signature of Authorized Member or Designee: _____

Date: _____

Comments: _____

- ☐ Not Applicable
- ☐ Meets Zoning Requirements – OK to issue
- ☐ Does Not Meet Zoning Requirements – Do not issue
- ☐ Other